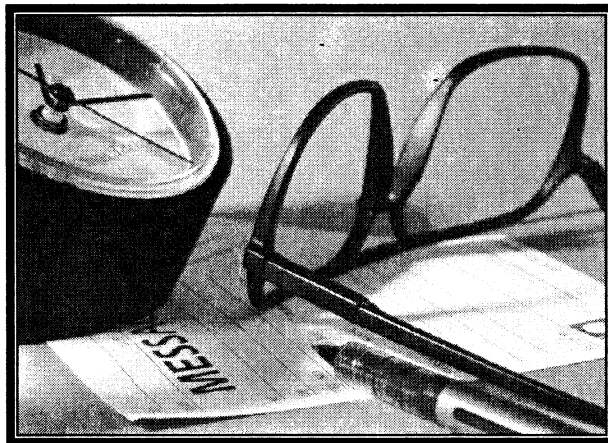




Colorado Department  
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Child and Adult Care Food Program

## **Appendix D: Using the CACFP Web-based System Message Center**





# Table of Contents

Access the Message Center.....5

View Messages in the Inbox.....6

Close and Save the Message.....7

Delete the Message.....7



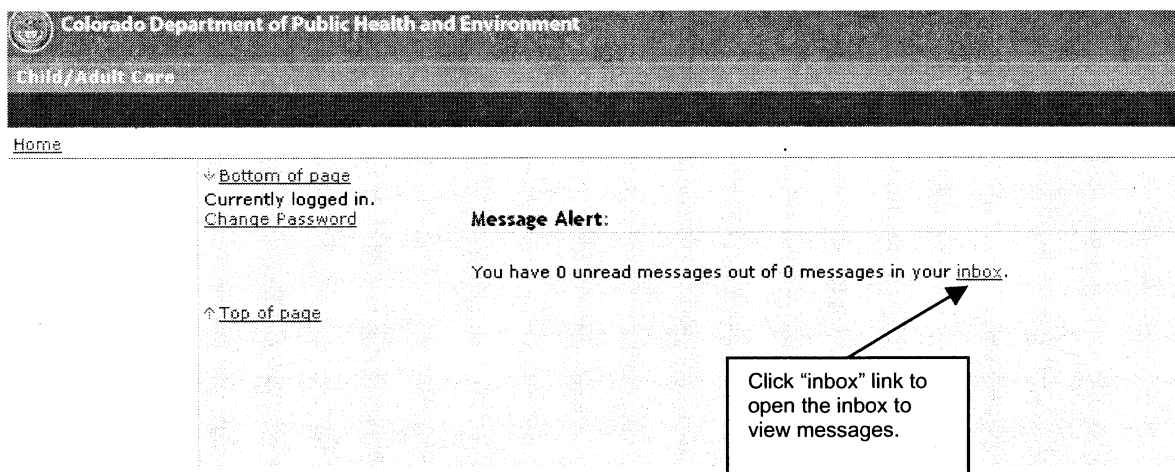
## Access the Message Center

The CACFP Web-based System Message Center allows users to view messages from the CDPHE-CACFP office. These messages may be intended for all participants or specific to the organization you represent.

Each time you log into the System, it is important to view the message alert, described in this training module, to determine if the CACFP office has sent a message. The CDPHE-CACFP office will use the message center to send important Program reminders, notification that important documents on file in the CACFP office are about to expire, and other special instructions.

The Message Center will not allow users to return messages to the CDPHE-CACFP office.

On the System home page, the screen displays an alert regarding the messages in your inbox, pictured below. Click the “inbox” link to open the message center.



Upon clicking the “inbox” link, the “Message Center” screen will appear, pictured below. This screen displays the date, status, and subject of any messages from the CDPHE-CACFP in your inbox. In the example below, this inbox contains one message.

## Message Center

### Inbox

#### Inbox

Date Sent	Status	Priority	Subject	Action
1/22/2007	Unread		Certificate and Statement of Authority	<a href="#">Open</a>

[↑ Top of page](#)

## View Messages in the Inbox

### STEP 1

To view a message in the inbox, double click on the date of the message you want to view.

## Message Center

### Inbox

#### Inbox

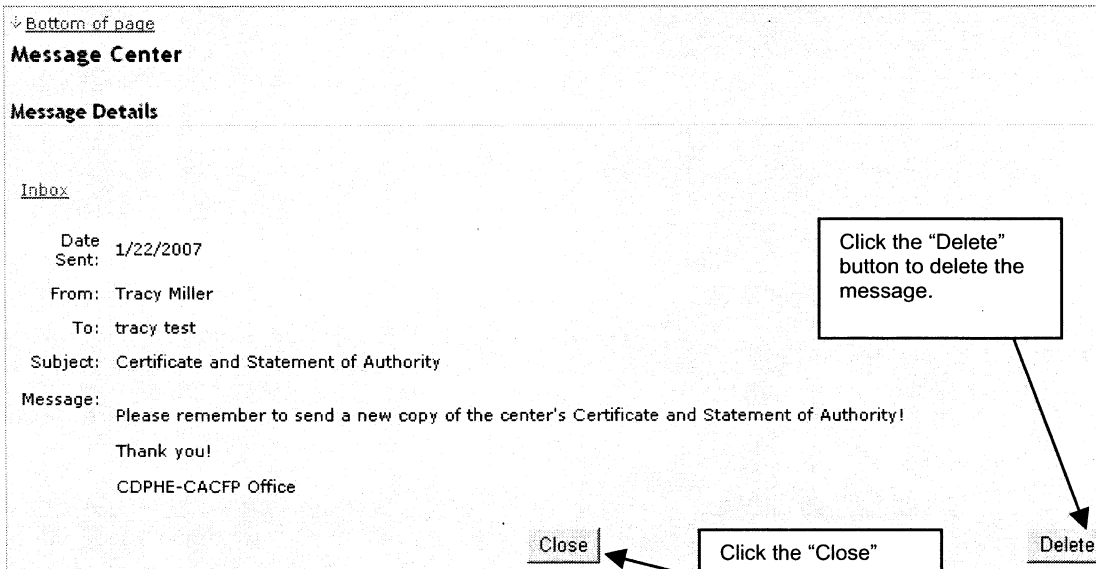
Date Sent	Status	Priority	Subject	Action
1/22/2007	Unread		Certificate and Statement of Authority	<a href="#">Open</a>

[↑ Top of page](#)

Double click on the date of the message to open the message.

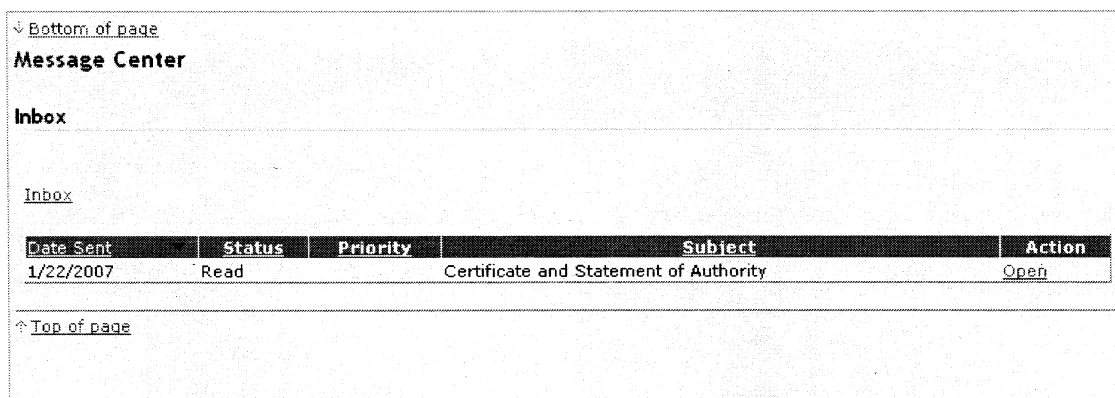
### STEP 2

After selecting the message you want to view, the "Message Details" screen will appear, pictured below, which contains the date, sender, recipient(s), subject, and the text of the message. After reading the message, you may close the screen or delete the message.



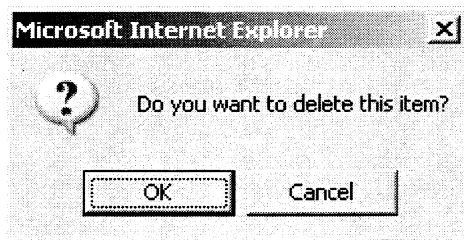
### **Close and Save the Message:**

To close the screen and keep the message in the inbox, click the "Close" button at the bottom of the screen. The "Message Center" main screen will appear. You will see that the message remains in the inbox.



### **Delete the Message:**

To delete the message from the inbox, click the "Delete" button in the lower right hand corner of the screen. The box pictured below will appear on the screen upon clicking the "Delete" button. In this box, click the "OK" button to confirm that you want to delete the message.



Upon deleting the message, the "Message Center" main screen will appear, pictured below. You will see that the message is no longer in the inbox.

